

Clyde Saiki, Chief Administrative Officer
Authorized Signature

Number: AS-PT-04-009
Issue Date: 06/30/2004

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify): volunteers

Policy/Rule Title:	Prevention of Violence/Weapons in the Workplace		
Policy/Rule Number(s):	AS-080-008	Release No:	1.0
Effective Date:	06/14/2004	Expiration:	N/A
References:			
Web Address:	http://www.dhs.state.or.us/policy/admin/safety/080_008.htm		

Discussion/Interpretation: Combines existing Weapons and Prevention of Violence in the Workplace policies. Makes DHS policy comply with ORS 166.370 by removing language that the public may not bring in a weapon even if they have a concealed handgun permit. Adds requirement to report restraining orders that list a DHS worksite. Removes existing policy language referencing pocket knives.

Implementation/Transition Instructions: No special actions are required for implementation.

Training/Communication Plan: No special training is planned however HR trainers of the Dealing with Hostile Situations training, available continuously through on-line registration, will be apprised of the changes for incorporation as necessary in the class.

Local/Branch Action Required: It is important that managers review this revised policy with employees so that employees understand that we cannot legally prohibit

visitors from bringing in a handgun when they have a permit. In addition, as required in the policy and with further elaboration in the addendum, [Safety Expectations and Roles relating to Violence in the Workplace](#), employees will contact law enforcement rather than approaching visitors about weapons or checking the validity of a permit.

Local managers are advised to discuss with the responding law enforcement agency, the level of support and response that can be anticipated.

Central Office Action Required: Respond to questions or concerns, review the policy and procedures annually and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS HR/Safety review group. Policy was sent to AFSCME, SEIU, and ONA.

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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